35/ACTEDS Application Proc

CP-35 Traini

1. Complete Training Memo
- Signed by Career Program Manager

2. Complete SF 181
- Write GRADE and GENDER on form

3. If approved by FCR
- Receive Approval Email
- Complete SF 182 in RASS
- After SF 182 is approved w/Line of Accounting (LOA) from G-3/5/7
  - Register for Training
  - Create DTS Authorization (without signing)
    - After G/3 adds LOA, go back to DTS and sign it

NOTE TO CPM: ALL

Univers ity

1. Apply for ADT Training
- ADT Checklist: http://cpol.army.mil/library/train/catalog/ch04adt.html
- Submit completed packet to FCR by JANUARY 16TH ANNUALLY.

2. 120 Days Processing Time
- Schedule University START DATE **NOT EARLIER THAN** THE MONTH OF **MAY** (to allow ADT processing time)

ADT is a competitive

Conferences / Seminars

1. Complete Conference Memo
- Submit 90 days prior to start date
- Signed by Career Program Manager
- Provide ALL Required Enclosures
- ONE memo per Command listing all attendees

2. Complete Training Memo
- For EACH Individual

3. Complete SF 181
- Write GRADE and GENDER on form